



CPOC Certification Designation Renewal Requirements

What

Participation and General Requirements - If the designation of CPOC is held, participation in continuing education activities must be reported to the CPC every three years. A minimum of 9 hours every three years is required. Failure to meet this requirement will result in loss of the CPOC designation.

Please note that credits cannot be carried over from previous renewal cycles.

Accepted Continuing Education Providers - The CPC will accept only continuing education from the following entities:

American Optometric Association (AOA)
American Academy of Professional Coders (AAPC)
*Centers for Medicare and Medicaid Services (CMS)

***Education programs or material offered through CMS that offer continuing education credit. Documentation will be required.**

If unsure if the education is acceptable, contact the CPC office for verification prior to taking the program.

Accepting Continuing Education Domains - As the CPOC examination is a specialty certification, only certain subject matter will be accepted. The domains are those related to topics covered under the CPOC credential. For example:

Eye Anatomy	Diagnosis Codes (ICD-9-CM, ICD-10-CM, HCPCS, CCI)
Pathology and Pharmacology	Medical Records (HIPAA, E&M)
Medical Terminology	Claim Filing
CPT®	Compliance
Modifiers	

How

Keeping Track of Credits - The individual is responsible for keeping track of their own activities and compiling supporting documents. Keep original documentation that verifies credit earned. Retain all documentation supporting the renewal as it will need to be submitted with the renewal statement.

Reporting

-Do not send documentation or payment until the statement is received.
- Renewals are due every third year on **May 31**. The cycle is set on a calendar year. For example, if you earn your CPOC certification anytime between January-December 2011, your renewal will be due on May 31, 2014.

Counting CPC Approved Hours

-Keep track of hours as they are earned. When maintaining records, retain all credits including those that contain a .5 credit. Do keep track of these as they may be needed at the time of renewal. Total points are not rounded up.

-Points earned during a cycle may be claimed for that cycle and certification designation only. Points (or credits) do not carry over. Credits earned for renewal are only acceptable if they were earned within the three-year cycle. For example, should one become certified in 2011, the renewal is May 2014; the CPC would only accept credit from 2011-2014.

Reacquiring CPC Designation - If the designation is lost due to non-renewal, individuals must register, pay, and successfully pass the examination again.

Appeals Procedures - Individuals may make a written appeal of any decision made by the CPC relating to renewal compliance. The appeal may:

1. Seek an extension of time to complete the CPC renewal requirements, or
2. Seek a partial exemption from the requirements



Address all appeals to the CPC Administrator/Registrar in writing within 30 days of notification of not having complied with CPC requirements. The CPC will review and act on all appeals.

Exemptions - Individuals may appeal in writing to request a partial exemption from CPC renewal requirements. An exemption allows CPC to waive part or all of the requirements when there is an undue hardship, incapacity, or disability, or other extenuating circumstances. Supporting documentation may be requested.

Why

Recertification of an individual’s specialty through maintenance of continuing education requirements assists the professional to remain current in his/her field and aware of recent development in research, theory, and practice of the specialty. Renewal of the certification indicates a participation or adherence to expected levels of professional growth standards within the field. Recertification is a commitment to career-long learning and a commitment to the principle of lifelong learning is therefore central to maintenance of competence and, by extension, to ensuring the public can expect high professional standards from their optometric assistants.

When

Schedule - Statements are mailed in March of the renewal year. Renewals are due every third year on May 31 and the cycle is set on a calendar year. For example, if one earns a CPO certification anytime between January-December 2011, the renewal will be due on May 31, 2014.

Notification of Renewal - CPC will review the credits earned and determine if they are acceptable according to the guidelines. If the renewal requirements are met (continuing education and fee), individuals will receive a letter of renewal acceptance along with an updated certificate. If the renewal requirements are not acceptable, individuals will receive a letter of explanation. At that time, a request for extension of time to renew can be requested. Renewals received after May 31 will be subject to the late fee, regardless if an extension was granted. If not renewed on or by December 31 of the renewal year, the CPC will notify the individual that the designation has been dropped.

Fees

- Renewal Fee\$80**
- Late Fee\$25 (all renewals received after the due date)**